

Frederick County Office for Children and Families

Grant Management and Monitoring Protocol

Management/Monitoring Activity	\$100,000 and Above	\$25,000 to \$99,999	Under \$25, 000
<u>Agreement</u> Formal written agreement between OCF subgrantee and the BOCC which details grant obligations and award status	Use subawardee agreement template	Use subawardee agreement template	Use subawardee agreement template
<u>Budget</u> Budget and budget narrative on file which has been approved and counter signed by OCF Director and Fiscal Manager	Budget and complete narrative must have OCF approval with original filed at OCF and a copy with the subawardee	Budget and complete narrative must have OCF approval with original filed at OCF and a copy with the subawardee	Budget and complete narrative must have OCF approval with original filed at OCF and a copy with the subawardee
<u>Subgrantee Reporting</u> Programmatic: Written report/reports that subawardee must complete describing specific grant activities, accomplishments to date, and associated data measurements. Fiscal: Fiscal reports and complete accounting system back up are due on a quarterly basis. Reports must be on the templates provided to subawardee by OCF	Completed quarterly unless required more frequently by OCF or the funding source	Completed quarterly unless required more frequently by OCF or the funding source	Completed quarterly unless required more frequently by OCF or the funding source
<u>Formal Program Monitorings</u>	Completed quarterly	Completed twice annually (more often as requested or required)	Completed once annually (more often as requested or required)
<u>Formal Fiscal Monitorings</u>	Completed on-site monitoring annually. Desk review includes sampling that occurs reports are received	Completed as need is identified through desk reviews or other observations.	Completed as need is identified through desk reviews or other observations.
<u>Desk Reviews</u>	Completed during quarters in which formal monitorings are not conducted	Completed during quarters in which formal monitorings are not conducted	Completed during quarters in which formal monitorings are not conducted
<u>Technical Assistance/Consultation</u> In person meetings, phone or email contact to clarify contract expectations, provide any requested or required assistance	Ongoing and as needed	Ongoing and as needed	Ongoing and as needed